

Minutes of the meeting held at the Village Hall on Tuesday 23rd October 2012.

The Chairman opened the meeting at 7.02pm.

Cllr. Harrison introduced Rebecca Clark, of Keble Park North, to the meeting and explained that Mrs Clark was interested in applying to fill the vacancy of Parish Councillor for Bishopthorpe. (Prior to the meeting Cllr. Harrison had contacted all Councillors with details of Mrs Clark's application and it was unanimously agreed that she should be co-opted as the tenth Parish Councillor for the Bishopthorpe constituency.) Cllr. Harrison welcomed Mrs Clark to the Parish Council and informed her that the Clerk would forward all relevant legal documents for signature in due course. **Action Clerk.**

Council Members Present:

Cllr. Harrison (Chair), Cllr. Jemison (Vice Chair), Cllr. Higgins, Cllr. Mellors, Cllr. Mrs Green, Cllr. Kelly and Rebecca Clark (Councillor elect).

- 12/162 1 **Apologies for absence.**
Cllr. Mrs Gajewicz, Cllr. Mrs Clifton (due to illness) and Cllr. Neale
- 12/163 2 **Declarations of Interest**
At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda: *Nothing declared.*
- 12/164 3 **Minutes of Meeting 25th September 2012**

Cllr. Harrison commented that under item 5.5.1 it may be necessary to protect the bases of all items of wooden equipment in the Play Area: not just the benches as specified in the minutes.

Acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. Mrs Green. Carried unanimously by all who attended the meeting.
- 12/165 4 **Consideration of Planning Matters and recommendations of the Planning Group**
- 4.1 Notice of Applications received
- 4.1.1 **The Crematorium, Bishopthorpe Road.** Single storey infill extension to provide a public reception. 12/03050/FUL. No Objection
- 4.1.2 **Brunswick Organic Nursery, Appleton Road.** Two storey extension to office and flat and single storey extension to potting shed. 12/03156/FUL. No Objection
- 4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 4.2.1 **The Palace, Bishopthorpe Road.** External alterations to porch including repairs and installation of light fittings. 12/02499/LBC. **(No Objection).** Approved
- 4.1.2 **The Palace, Bishopthorpe Road.** Installation of two rising bollards in the Gatehouse and electronic pedestrian gate entry systems with associated internal intercom. 12/02512/LBC. **(Objection).** Approved
- 4.2.3 **The Palace, Bishopthorpe Road.** Installation of kitchen ventilation system including intumescent louver to the upper sash of the existing kitchen window. 12/02506/LBC. **(No Objection).** Approved
- 4.1.4 **17 Temple Road.** Conservatory to rear. 102/02983/FUL. **(No Objection).** Approved
- 4.2.5 **Chestnut Cottage, Chantry Lane.** Internal and external alterations to replace existing rear windows and doors with French doors. 12/02577/LBC. **(No Objection).** Approved
- 4.1.6 **5 Maclagan Road.** Single storey rear extension. 12/02910/FUL **(No Objection).** Approved

4.3 Other Planning Matters

- 4.3.1 *E-planning* – Under the new e-planning proposals the City Council suggests that planning images should be projected on to a screen from a computer instead of being printed. Whilst this would save paper and printing costs, Cllr. Mellors explained that it would be very difficult to compare the ‘before’ and ‘after’ images of planning applications and also that it would be discriminatory to one member of the Bishopthorpe Planning Panel who has difficulty reading from a computer screen. In order to address this issue, Cllr. Mellors suggested that the Parish Council should consider purchasing a new A3 printer.

The proposal to introduce electronic planning will be discussed at the next meeting of the Scrutiny Board to be held on the 20th November, at which time the point noted above will be raised.

Under the heading of Other Planning Matters, Cllr. Harrison raised the following two items:

Bishopthorpe Social Club

It has been reported to Cllr. Harrison that Bishopthorpe Social Club may be operating a builders’ yard in their rear car-park. As this area falls within the Conservation Area, the Clerk was asked to bring this matter to the attention of the City Council. **Action Clerk.**

National Planning Policy Framework

Cllr. Higgins discovered when attending a recent training day that the National Planning Policy Framework (NPPF) may have serious implications to Parish Councils if their City Council has not published a strategy specifically to deal with this. It is understood that York City Council do not have such a strategy and Cllr. Harrison suggested that it may be necessary for Bishopthorpe Parish Council to implement a Community Plan to protect Bishopthorpe from overzealous development in the future. Cllr. Harrison asked Cllr. Higgins to devise a draft plan for discussion at the November meeting. **Action Cllr. Higgins**

12/166

5

Services5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* – Cllr. Jemison reported that the caretaker, Keith Thornton, has recently re-decorated the entrance foyer. The radiator has been moved and the Parish Council was asked to consider various options to fill the space. Cllr. Harrison suggested that the Committee should approach Bishopthorpe Photography Club to provide village images of 2012 for display, for example, the Jubilee celebrations, the Panto in the Village Hall, the street party etc.

Cllr. Jemison reported that Keith demonstrated a steam cleaner which the Committee was considering purchasing to clean the Village Hall. It was decided, however, that it was too slow and that existing cleaning methods will continue to be used.

- 5.1.2 *Gas installation/safety report: confirmation of two points contained in the report* – Cllr. Jemison reported that the two points have been clarified with Knowles and do not give cause for concern.

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – The faulty fire extinguisher, as highlighted in the recent Fire Inspection Report, has been replaced as recommended.

Cllr. Harrison commented that it was recorded in September's minutes that the cleanliness of the Sports Pavilion was much improved following a conversation with Joe Gardham of the Football Club. However, a note from the Sports Pavilion Cleaner this month highlighted a list of issues following a recent football fixture:

- The heating was left on all weekend.
- A water tap was left running at full pressure for at least twenty-four hours.
- The changing room was left in mess with bottles discarded all over the floor.
- Litter, comprising of used bandages and paper towels, was strewn all over the changing rooms with no use made of the litter-bin supplied.
- The toilet flush was broken but the toilet had still being used with excrement left for the cleaner to clear: the toilet was covered in flies.

It was agreed that this is totally unacceptable and despite numerous warnings issued by the Parish Council to the Football Clubs this behaviour continues.

Cllr. Harrison suggested that the Parish Council should email Joe Gardham with the points listed above and inform him that any repetition will force the Parish Council to change the locks on the Sports Pavilion thus preventing access to both home and away teams. It may also be necessary for the Parish Council to consider increasing the Football Club's precept for 2013 and additionally taking a deposit from them to cover any future extra cleaning expense.

5.2.1 *New Cricket Pavilion update* – Cllr. Kelly reported that the uncertainty of lease expiry dates may be holding up procedures.

5.2.3 *Planning application for storage container* – Cllr. Mellors explained that he applied for full planning consent in 2006 but was granted temporary consent on the basis that the container is not a fixed structure. Cllr. Mellors agreed to submit the re-application as requested by the City Council. **Action Cllr. Mellors**

5.2.4 *Yorkshire Water – Leak Detection and Repair Team update* – Cllr. Jemison reported that when the stop-tap was turned off in the Sports Pavilion, the water meter stopped running indicating that there is no leak underground. Therefore calling out the Yorkshire Water Leak and Detection Team will be unnecessary. To ensure that this is the correct course of action Cllr. Jemison and Cllr. Harrison agreed to repeat the test. **Action Cllr. Jemison and Cllr. Harrison.**

Cllr. Harrison suggested that one of the reasons that the bills have increased ten-fold may be attributed to the fact that both the Football Club and Play Group have left taps running for considerable lengths of time.

5.3 Finance Committee

5.3.1 *Committee Report* – Nothing to report.

5.3.2 *Mazars* – The External Auditor has completed the report on the Bishopthorpe Parish Council Annual Accounts for the year ending March 2012 with the following comments:

'On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.

- 5.4 Field 84, Riverside and Footpaths Working Party
- 5.4.1 *Working party report* – Following the recent flooding of Main Street, Cllr. Jemison asked the Clerk to contact the Environment Agency to request a site visit. Cllr. Jemison suspects that water, which had broken over the river bank, was not draining back in to the river but instead was being pushed up the drains and coming out in Main Street. **Action Clerk.**
- 5.5 Youth Support and Children’s Recreation
- 5.5.1 *Monthly update* – Cllr. Harrison reported no incidents in the Play Area during the last month. The inspection kit was passed to Cllr. Mrs Green for November.
- Cllr. Harrison asked if Cllr. Jemison would check the top hinge on the gate at Keble Park North as it may need strengthening.
- 5.6 Allotments
- 5.6.1 *Monthly update* – Nothing to report.
- 5.6.2 *Knotweed update* – A reply was received from Mike Babbitt, Project Manager of Sustrans as follows:
- “I understand from our maintenance manager that this strand of knotweed has been herbicide sprayed twice since your earlier request and he will organise this to be done again in the near future”*
- 5.6.3 *Letter from G Hartwell* – Cllr. Harrison explained that a letter of complaint has been received from Graham Hartwell who believes that the fee for his allotment rent (£19.93) should have been waived this year due to the disturbance caused by Yorkshire Water. In a letter of reply sent to Mr Hartwell, Cllr. Harrison explained that the Parish Council sought compensation of £250 for every allotment holder affected by the work of Yorkshire Water and that in the circumstances the call for payment of small annual rents was not unjust.
- 5.7 Senior Citizens Support
- 5.7.1 *Monthly update* – Cllr. Mrs Green reported that a domestic skip has been ordered from Yorwaste at a cost of £168 for the residents in the area of Vernon House. This is due to be delivered on Monday 5th November.
- 5.8 Web-site Management
- 5.8.1 *Monthly update* – Nothing to report.
- 5.9 Environmental and Sustainability Issues
- 5.9.1 *Monthly update* – Cllr. Mrs Green reported that she recently attended a meeting where the Labour Councillor for York stated that York was the fastest growing economic city in the country.
- Changes to the layout of Exhibition Square are being considered to take away traffic dominance and make the area more pedestrian friendly.
- 5.10 Accessibility Network
- 5.10.1 *Monthly update* – Nothing to report.

12/167	6	Financial Transactions		
	6.1	<u>Payments to approve</u>		
		Clerk's Salary		567.00
		Clerk's Expenses- (<i>photocopying £2.48, phone calls £4.06, stamps £12.00, A4 paper £4.76</i>)		23.30
		Domestic skip hire for Maple Avenue car park		168.00
		AOL quarterly connection fee		29.99
		Monthly direct debit to E-On Sports Pavilion Electricity		112.00
		Monthly direct debit to E-on Village Hall Electricity		25.00
		Monthly direct debit to E-on Village Hall Gas		164.00
		Rebecca Clark – Play Area gate		42.00
		Rebecca Clark – Sports Pavilion cleaning		108.00
		Village Hall Caretaker		200.00
		Village Hall Cleaning July 3 to Sept 30		391.50
		Village Hall Booking Secretary July 1 to Sept 30		162.50
		<i>*Invalifts – 12 month service agreement 30/11/12 to 29/11/13</i>		342.00
		Smiths Gore – Cricket Field Rent		150.00
		Smiths Gore – Allotments Acaster Lane Rent		72.50
		Public Works Loan Board – loan payment – Play Area		3,028.75
		City of York Council – waste collection Village Hall		56.81
		City of York Council – waste collection Sports Pavilion		52.00
		<i>* Shane Snowden – radiator move in foyer</i>		220.00
		<i>* Wall of Sound – repairs to speaker in Village Hall</i>		216.00
		Advance Fire Services – new fire extinguisher in Sports Pavilion		107.94
		G& G signs – 'Bishopthorpe' village sign for Sim Balk Lane		84.00
		Payment Total		£6,323.29

* *Payments authorised by the Village Hall Management Committee*

	6.2	<u>Income Receipts</u>		
		Precept from City Council – second instalment		14,000.00
		Village Hall Management Committee September takings (£139.50 cash)		444.75
		National Westminster Bank – quarterly interest on reserve account		3.97
		Income Total		£14,448.72

Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. Mellors. Carried Unanimously.

12/168	7	School Governors		
	7.1	<i>Infants School</i> – Councillor elect Becky Clark reported that no replacement Head Teacher has been found for the School to date. The position, in the short-term, will be filled by the Head Teacher from Carr Infant School on a job share basis.		
	7.2	<i>Junior School</i> – Cllr. Mrs Green encouraged Councillors to attend the <i>Healthy Schools Evening</i> on Tuesday November 13 th at 6.30pm.		

7. *Email regarding a School Safety Zone review* – The email received from Louise Robinson, City Council Engineer Transport Projects addressing several highway issues raised by the Bishopthorpe schools, was read to the meeting by Cllr. Harrison. The main concerns include how to raise the profile of the existing school safety zone and how to get school pupils involved in travel initiatives, and hazardous parking by parents.

A scheme has been developed to address these issues, which includes running a competition to produce a new road safety design. It is hoped that the winning entry can be used on the bottom panel of the twenty zone signs in the village, as part of a replacement of the existing signs.

The scheme also proposes to remove some of the duplicated warning signs on the approaches to the Schools but the existing signs with flashing amber lights will be retained as they effectively attract the attention of drivers.

Reports have also been received by the City Council of parents parking where they affect the visibility of the school crossing patrol on Appleton Road. The scheme includes the introduction of no waiting at any time (double yellow lines) around the bend and junction on Main Street / Appleton Road. An adjacent grass verge, which has been reduced to mud by parents standing on it every day, is to be replaced with tarmac.

Before proposals proceed there is to be a public consultation, with any comments to be submitted no later than **Friday 26th October 2012**.

Cllr. Mellors agreed to submit comments on behalf of Bishopthorpe Parish Council opposing the introduction of double yellow lines but supporting the introduction of more visible 20 mph signs to attract drivers' attention. **Action Cllr. Mellors**

12/169 8 **Youth Awards**

- 8.1 *Preparation for the 2012 awards and selection of a judge* – The Committee was asked to prepare the poster and letters inviting nominations for this year's award. **Action Cllr. Kelly and Cllr. Mrs Clifton**. The Award Evening was decided as Wednesday 16th January 2013 for 6.30pm in the Village Hall. Clerk to book the date with the Village Hall Booking Secretary. **Action Clerk**.

Cllr. Mrs Green suggested that Reverend Graham Peaden from Bishopthorpe Methodist Church may be a suitable judge. Clerk to contact Reverend Peaden. **Action Clerk**.

12/170 9 **Pinfold**

- 9.1 *Committee Report* – Nothing to report.

12/171 10 **Sensory Garden**

- 10.1 *Committee Report* – Cllr. Mellors offered to contact Jenny Harris of the Marcia to ask if she would obtain a Christmas tree for the Sensory Garden. It was agreed that the Parish Council would pay for this as previously. **Action Cllr. Mellors**

12/172 11 **Police Liaison**

- 11.1 *North Yorkshire Police Force* – the following report was received prior to the meeting from PCSO Laura Smith:

“Figures and Incidents for Bishopthorpe

04/10/12 Problems with youths cycling on the footpath, Maple Ave.

16/10/12 Croft court, auto crime. Reports back passenger side window has been smashed. Laptop bag taken from back seat.

16/10/12 School Lane auto crime. Reports of a vehicle broken into with a hole cut into convertible roof, nothing taken from vehicle.

16/10/12 School Lane auto crime. Vehicle broken into, work's laptop stolen.

16/10/12 Worsley Drive, auto crime. Persons have smashed the small quarter light window. Nothing stolen.

17/10/12 Home Farm building. 2 persons seen on CCTV in the premises. Nothing taken but had a good look round.

20/10/12 Three males sighted Graffiti under the Flyover with A64. Three males stopped by PC Elliott (Bishopthorpe Beat manager) All dealt with.

With regards to the auto crime in the Village. One male has been arrested and charged with all auto crime. He is currently residing at her Majesty's pleasure.

Crime Figure is currently -24.6% down on last year"

12/173 12 **Local Council Association**

12.1 *YLCA Update* – Cllr. Mellors reported the following items

- It was reported at the last Liaison Meeting that some villages are losing up to 50% of their litter bins. Bishopthorpe is unaffected.
- The Ward Committee is committed to one formal meeting per year in future.
- Grass cutting allowances are being reviewed under Double Taxation rules.
- A representative from the Trading Standards Board gave a presentation at the last Branch Meeting of Yorkshire Local Councils Association on the 4th October.
- The theft of catalytic convertors has risen as the cost of scrap metal (particularly copper contained in the convertors) has increased.
- The City Council has no clear policy on the provision and stocking of salt bins for the region this winter
- York and North Yorkshire Playing Fields Association is due to fold.
- The Annual General Meeting of York Open Planning Forum is scheduled for Thursday 25th October. Cllr. Mellors confirmed that he would attend to represent Bishopthorpe Parish Council.

12.2 *Country Air Magazine* – Information passed to Cllr. Mrs Green

12/174 13 **Highway Matters**

13.1 *Email for Simon Taylor regarding A64 Bishopthorpe bridge joint replacement work* – Detail of this email has been put on the Parish Council Notice Board and on Bish.net.

13.2 *Email from Geoff Heckles* – Cllr. Harrison read out the email from Mr Heckles regarding the speed of traffic approaching the village in front of the Junior School on Appleton Road. The Parish Council has in the past tried to place a Vehicle Activated Speed Sign in this area and Cllr. Harrison asked Cllr. Mellors to look at the cost of this again. **Action Cllr. Mellors**

12/175 14 **Correspondence**

14.1 City of York not covered elsewhere

14.1.1 *Email from Kate Bowers regarding Neighbourhood Management Unit Restructure* – Noted.

14.1.2 *Library Consultation* – Cllr. Harrison asked Cllr. Higgins to link this article to Bish.net to allow public participation. **Action Cllr. Higgins**

14.1.3 *Ferry Lane Cottage* – Following the removal of the wooden boards securing the holes to the lower ground cottage windows, the Parish Council reported the cottage to Andy Blain, Planning Enforcement Officer at the City Council as a hazardous structure with easy access. The reply received from Mr Blain was as follows:

“I have emailed the owner and also I’ve had a message from the architect and he is waiting for a flood risk assessment that the planner dealing with the site requires. Once that has been sorted then an [planning] application will be submitted.

I told the owner about the wooden shutters but in his reply he did not indicate if he would be visiting to replace them. We would not consider taking untidy land enforcement action at this stage as they do seem to be trying to submit an application”

14.2 Others

14.2.1 *Register of Interests* – The document was taken away by Cllr. Kelly for completion.

14.2.2 *Email from Chris Hall* – The Parochial Church Council has offered forward copies of their minutes to the Parish Council for information purposes. Cllr. Harrison suggested that this was a very good idea in order to promote collaboration in future projects.

12/176 15 **Ward Committee**
Nothing to report.

12/177 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- *St Andrew’s Old Church* – clearance of vegetation around the church has been authorised by St Andrew’s Trust Chairman, Russell Wright. The Clerk was asked to notify Brunswick Organic Nursery. **Action Clerk.**
- Cllr. Mrs Green asked the Clerk to send a letter of congratulations to Brunswick Organic Nursery who is celebrating twenty years of operation. **Action Clerk.**
- Cllr. Mellors commented that various houses that are on the market for sale in Bishopthorpe have been affected by changes in the Insurance flooding assessments. It appears that the whole of Bishopthorpe has been reclassified as secondary flood risk zone two on a post code basis. Cllr. Harrison agreed to investigate this. **Action Cllr Harrison**

12/178 17 **Date and time of next meeting – Tuesday 27th November 2012 – at the Village Hall**

Meeting closed at 9.01 pm